

**CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF LOW**

MINUTES of a regular meeting of the Council of the Municipality of Low, held Monday, June 6, 2016 at 19.00 at the Heritage Hall, 4A D'Amour Rd, Low (Québec) J0X 2C0 chaired by the Mayor, Mr. Morris O'Connor.

Also present: The counselors Michele Logue-Wakeling, Councillor Amanda St. Jean Joanne Mayer, and Lynn Visentin and Councillor Christopher Brownrigg.

Also present: Franceska Gnarowski, Director General

Absent: Councillor Charles Kealey

1) OPEN

Noting quorum, the meeting was officially declared open by the Mayor, Mr. Morris O'Connor.

2) QUESTION PERIOD

3) BUSINESS ARISING FROM THE PREVIOUS MEETING

No business arising.

4) MINUTES

97-06-2016

BE IT RESOLVED that the minutes of the regular meeting of May 2, 2016 and those from special meetings held on May 10 and 18th be adopted as presented.

MOVED BY Councillor Lynn Visentin

SECONDED BY Councillor Christopher Brownrigg

CARRIED

5) AGENDA

98-06-2016

BE IT RESOLVED that the agenda be adopted with revisions and that it remains open.

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Christopher Brownrigg

CARRIED

6) ACCOUNTS PAYABLE

99-06-2016

BE IT RESOLVED THAT the list # 06-2016 of disbursements for the period from May 3, 2016 to June 6, 2016 totalling \$100,823.81;

THAT the net wages paid for the period from May 1, 2016 to 31 May 2016 totalling \$ 24,272.43 are accepted;

THAT the Director General / Secretary-Treasurer is authorized to make budget allocations necessary for this purpose.

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Amanda St. Jean

CARRIED

CERTIFICATE

I, the undersigned, Director General / Secretary-Treasurer, hereby certify that funds are available for expenses appointed to resolution #99-06-2016, as provided by the Council of the Municipality of Low.

Director General / Secretary-Treasurer

7) MAYOR'S REPORT

The mayor gave a verbal report of his activities for the month of May.

7.1 ADMINISTRATION

(7.1.1) REPORT OF THE ADMINISTRATIVE COMMITTEE

The report was presented by Councillor Michèle-Logue Wakeling, President of the Administration Committee.

(7.1.2) ASSISTANT SECRETARY TREASURER

WHEREAS article 184 of the Municipal Code provides that Council has the power to name an assistant secretary treasurer (AST);

WHEREAS Hélène Desjardins, Taxation Officer, has undertaken some tasks of the previous Assistant Secretary Treasurer;

WHEREAS resolution #77-05-2016 declaring the intention of Council to authorise Ms. Desjardins to sign municipal document in the absence of the DG;

WHEREAS by naming Ms. Desjardins Assistant Secretary Treasurer she can exercise certain duties of the secretary treasurer, with the same rights, powers and privileges;

100-06-2016

THEREFORE, BE IT RESOLVED that Council names Ms. Hélène Desjardins Assistant Secretary Treasurer.

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Michèle Logue-Wakeling

OPPOSED BY Councillor Joanne Mayer

CARRIED

(7.1.3) TRAINING CONT'D - PG SOLUTIONS

WHEREAS resolution #71-05-2016 authorises training for the DG and the Taxation Officer;

WHEREAS the first 40 hours of training were insufficient;

WHEREAS the DG and the taxation officer would benefit from further training on the municipal accounting software PG Solutions;

WHEREAS Piché Lacroix CPA, external auditors for the municipality, have prepared an offer for customized training of 80 hours to be given by an accountant with several years' experience in municipal affairs for the amount of \$7 358.40 including taxes;

WHEREAS the DG applied to Emploi Québec for a training grant to reduce costs to the municipality;

WHEREAS Emploi Québec program accepted the request for the training of the DG and the taxation officer;

WHEREAS Emploi-Québec will provide a grant of 50% of eligible costs;

WHEREAS the training was planned for in the budget;

#101-06-2016

THEREFORE, BE IT RESOLVED THAT Council authorizes the training as proposed by DG and proposed by Piché Lacroix;

THAT the grant of Emploi-Québec is accepted.

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Michèle Logue-Wakeling

OPPOSED BY Councillor Joanne Mayer

CARRIED

(7.1.4) MODIFICATION OF RESOLUTION #43-03-2016

WHEREAS Pierre Géliveau is the property owner of a residence on Macdonald Rd;

WHEREAS he had been included in a bloc (Bloc B) of residents with properties on chemin de la Rive;

WHEREAS a recommendation to modify the resolution in order to reflect reality was made by Megan Throop, Notary;

WHEREAS to correct the resolution Pierre Gélineau must be included in Bloc A;

#102-06-2016

THEREFORE BE IT RESOLVED that Council accepts the modification of resolution 43-03-2016 in order that it reflects the actual circumstance.

MOVED BY Councillor Joanne Mayer
SECONDED BY Councillor Amanda St. Jean
CARRIED

(7.1.5) HUMAN RESOURCES

WHEREAS the Administration Committee is recommending that human resources tools be developed to better manage employee relations;

WHEREAS these tools include an employee manual, job descriptions, salary grid and performance evaluation tools, among others;

WHEREAS three HR consulting companies were approached to provide quotes, including, GRH Solutions, Leblanc & Associés and Séguin Daoust;

WHEREAS only Séguin Daoust responded with a quote of \$17,940 plus applicables taxes;

WHEREAS the work will be completed with the full participation of the Director General and members of the administration committee;

WHEREAS the final document will be approved by council;

WHEREAS that council received information about the possibility of a grant for 50% of the cost from Emploi Quebec;

#103-06-2016

THEREFORE, BE IT RESOLVED that council accepts the proposal by Séguin Daoust to develop human resources tools at a cost of \$17,940 plus taxes.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Amanda St. Jean
OPPOSED BY: Councillors Joanne Mayer and Christopher Brownrigg
CARRIED

7.2 ROADS

(7.2.1) REPORT

A brief report was given by Councillor Amanda St. Jean, President of the roads committee.

(7.2.2) BRUSH FOR ROADS

WHEREAS the brush that serves to clean the streets in spring is broken;

WHEREAS three submissions have been received;

WHEREAS the following are the submissions;

Wajax Equipment	\$11,669 + taxes
J.R. Brisson	\$8490 + taxes
Caterpillar Hewitt	\$22, 857 + taxes

#104-06-2016

THEREFORE, BE IT RESOLVED that Council authorises the purchase of a brush de J. R. Brisson in the amount of \$8,490 plus applicable taxes.

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Lynn Visentin
CARRIED

(7.2.3) MAINTENANCE

WHEREAS an error was made in the hourly wage of the maintenance worker, Paul Hampsey;

WHEREAS the hourly wage should be \$17 and not \$16;

WHEREAS the volume of work is greater than expected;

WHEREAS the increase hourly wage and the increased hours have no negative effect in the 2016 budget for this position;

105-06-2016

BE IT RESOLVED that Council authorizes an hourly wage of \$17 and an increase from 35 to 40 weekly hours.

MOVED BY Councillor Michèle Logue-Wakeling
SECONDED BY Councillor Joanne Mayer
CARRIED

(7.2.4) PLOUGHING MARTINDALE IN KAZABAZUA

WHEREAS the plough trucks must turn around on Martindale past the municipality of Low's border by ¼ kilometer in Kazabazua and in doing so the road is ploughed;

WHEREAS there are costs associated with this service for the municipality of Low;

THEREFORE, BE IT RESOLVED that council authorises that a bill of \$1000 per year be went to the municipality of Kazabazua to cover the costs of ploughing of a ¼ of a kilometer on Martindale.

#106-06-2013

MOVED BY Councillor Amanda St. Jean
SECONDED BY Councillor Michèle Logue-Wakeling
CARRIED

(7.2.5) CULVERTS

WHEREAS the municipality needs culverts for public works;

WHEREAS three proposals were received;

WHEREAS the following are the proposals;

J.B. McClelland	\$7177.89 taxes included
Metal Gosselin	\$7945.74 plus tax
H. Lafrenière	\$8644.67 taxes included

#107-06-2016

THEREFORE, BE IT RESOLVED that Council authorises the purchase of culverts from J.B. McClelland at a cost of \$7177.89 tax included.

MOVED BY Councillor Lynn Visentin
SECONDED BY Councillor Christopher Brownrigg
CARRIED

7.3 PUBLIC SECURITY

(7.3.1) REPORT

A report was given by the Vice President of the Public Safety Committee, Councillor Michèle Logue-Wakeling in the absence of Councillor Amanda St. Jean.

(7.3.2) NEW FIRE FIGHTER

WHEREAS the recommendation of the Chief of the Fire Service to hire Nicholas Tilgner as a volunteer fire fighter;

WHEREAS the costs of training will be shared with Denholm;

#108-05-2016

THEREFORE BE IT RESOLVED that Council accepts the candidacy of Nicholas Tilgner as a volunteer fire fighter.

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Joanne Mayer

CARRIED

(7.4) ENVIRONMENT

(7.4.1) REPORT

A report is given by Councillor Christopher Brownrigg, Chairman of the Environment Committee.

(7.5) PLANNING

(7.5.1) REPORT

A report is given by Councillor Joanne Mayer, President of the Committee of urbanization.

(7.5.2) LAND ZONING PLAN MEETING

WHEREAS the revision of the land zoning plan is a complex process;

WHEREAS the impact of the next generation land zoning plan on development in the municipality of Low;

WHEREAS it is important to ensure the participation of the citizens of Low in the process;

THEREFORE BE IT RESOLVED that council request that the MRCVG host the second land zoning plan consultation in Low;

#109-06-2016

THAT the present resolution be sent to the MRCVG and to its municipalities.

MOVED BY Councillor Amanda St. Jean

SECONDED BY Councillor Joanne Mayer

CARRIED

(7.5.3) CANADA DAY

WHEREAS Canada celebrations take place July 1st on municipal grounds from 11AM until 11PM;

WHEREAS there will be some noise emanating from the activities;

WHEREAS bylaw 02-2015 concerning nuisances is in effect;

#110-06-2016

THEREFORE BE IT RESOLVED that council authorise the activities, including music, for the Canada Day festivities until 11PM on July 1, 2016.

MOVED BY Councillor Joanne Mayer

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

(7.6) LEISURE & CULTURE

(7.6.1) REPORT

A report is given by Councillor Lynn Visentin, president of the Recreation Committee.

(7.6.2) BUOYS

WHEREAS buoys must be placed and removed on the Gatineau river for the season;

WHEREAS the costs associated to the placing of buoys is \$1057.77 for the season for the municipality;

#111-06-2016

THEREFORE BE IT RESOLVED that council participates in the group of municipalities for the installation and the removal and warehousing of the buoys on the navigable corridor from Low to Bouchette for a total annual cost of \$4600 plus taxes divisible into equal parts (\$1057.77) between participating municipalites.

MOVED BY Councillor Michèle Logue-Wakeling

SECONDED BY Councillor Amanda St. Jean

CARRIED

(6.7) VARIA

(7) QUESTION PERIOD

At the beginning of the meeting

(8) ADJOURNMENT

#112-06-2016

BE IT RESOLVED THAT the meeting ends at 8:45 p.m.

MOVED BY Councillor Lynn Visentin

SECONDED BY Councillor Michèle Logue-Wakeling

CARRIED

Morris O'Connor
Mayor

Franceska Gnarowski
Director General / Secretary-Treasurer

"I, Morris O'Connor, Mayor, certify that the signature of this minutes is equivalent to my signature on all resolutions contained within the meaning of Article 142 (2) of the Municipal Code "